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ABSTRACT

This book is intended as a practical guide for university administrators, especially those department chairpersons who are new on the job. Chapter topics include: (1) "Advice to the New Department Chairperson"; (2) "Seven Habits of Successful Chairpersons"; (3) "Duties and Responsibilities of Department Chairpersons"; (4) "Providing Leadership"; (5) "Evaluating Faculty Performance"; (6) "Budgetary Matters"; (7) "Recruiting Students"; (8) "Recruiting and Hiring Faculty Members"; (9) "Dealing with Sexual Harassment"; (10) "Avoiding Legal Problems"; (11) "Dealing with Difficult Faculty"; (12) "Building and Maintaining Morale"; (13) "Understanding the Americans with Disabilities Act"; (14) "Total Quality Management in Higher Education"; (15) "Fundraising for the Department"; (16) "Developing Outcome Assessment Programs"; (17) "Communicating"; (18) "Managing Change"; (19) "Time-Saving Tips for Effective Chairpersons"; (20) "Handling Promotion and Tenure Issues"; (21) "Strategies for Faculty Development"; (22) "Dealing with Curriculum Matters"; (23) "Creating Positive Relations with Your Dean"; (24) "Surviving the Technology Revolution"; (25) "Managing Generation X"; and (26) "Where Do I Go from Here?." Appendices include information on departmental newsletter sources and chair workshops and sample forms for affirmative action program appointments and recruitment, alumni surveys, course evaluations, electronic and print memos, peer evaluations, recommendations to hire faculty, reviews of accomplishments (dean or department chair), student exit interviews, and tenure guidelines and procedures. (Most chapters include references.) (MAB)

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